



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-5

J. Gordon Stephens Jr., Treasurer
Burson-Marsteller Political
Action Committee
1850 M Street, NW Ste. 900
Washington, DC 20036

DEC 2 - 1994

Identification Number: C00201863

Reference: October Quarterly Report (7/1/94-9/30/94)

Dear Mr. Stephens:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the amount deducted per pay period and the frequency of deduction. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

-For future reporting, please be advised that only contributions to federal candidates and political committees should be itemized on a separate Schedule B supporting Line 23 of the Detailed Summary Page. Contributions to non-federal candidates and committees should be itemized on Schedule B supporting Line 29.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

A handwritten signature in dark ink, appearing to read "Neil Evans", is written over the typed name.

Neil Evans
Reports Analyst
Reports Analysis Division